

2021 TechGirls
JOB DESCRIPTION - Trainer
June 28 - July 31, 2021

(Dates include orientation, program set-up, program delivery & wrap-up.)

TechGirls is a U.S. Department of State initiative and exchange program designed to inspire young women from Central Asia (CA), the Middle East and North Africa (MENA) and U.S. to pursue higher education and careers in technology through hands-on skills development. It is administered by Legacy International in partnership with Virginia Tech University's Center for Enhancement of Engineering Diversity. **Overview:** <http://www.legacyintl.org/our-programs/techgirls/>

We are looking for an energetic, passionate and organized educator with the ability to juggle competing, numerous priorities. This person should also be resilient and calm under pressure, highly collaborative, able to develop good working relationships with people internally and externally at all levels, generous and supportive.

The Trainer will work as part of the 16-member team serving 105 teens (36 from Central Asia, 49 from the MENA region, and 20 U.S. teens). Together, this team will create a safe, secure, and rich learning in-person or virtual-hybrid environment. The Trainer will train two small-groups of approximately 10-12 girls each group throughout the 3-week intensive program in Washington, DC and Virginia.

As a part of the 2021 TechGirls delivery team, serve as one of five trainers. Trainers are given curriculum outlines, taking subsets of 20-24 TechGirls through a series of leadership trainings during the three-week cultural immersion. As one delivers these activities, the trainer also adapts programming as group and individual needs emerge. *We are looking for those with youth work experience in a multicultural setting for this dynamic role. It is not entry level.*

Primary responsibilities include: Each trainer takes students through an arc of leadership development as students integrate the lessons from a variety of guest speakers, technical instruction and, most importantly, the lessons they learn from one another. Lead 4-5 leadership clinics, group-building and orientation activities, cultural sharing sessions, activity and reflections circles, and university/career readiness workshops. Throughout the three-week experience, guide students through community-based project planning sessions and capstone program preparations. Collaborate with Youth Resident Assistants to maintain overall awareness of both group and individual dynamics, using challenges as learning opportunities.

Health & Safety Monitoring Role - to keep all of us safe and healthy, every staff member will be trained and help monitor the adherence to COVID protocols, which includes:

- Collaboration with the health manager to model, uphold, and monitor health protocols and guidelines;
- Ability to communicate to youth and staff the safety regulations and procedures in case of an emergency (during daily programs, in hotel/dormitory or on public transport);
- Willingness and ability to obtain a vaccine, if available; testing and quarantine prior to joining the program;
- Willingness to adhere to and implement the "pod" system (aka "COVID bubble"), mask wearing, social distancing, hand-washing and daily health checks and other non-pharmaceutical interventions (NPIs).

KEY DATES & WORKFLOW: This is a temporary position, **Jun 28 through Jul 31, 2021**. Full in-person participation for the following dates is required:

June 28 - July 3	Staff training and program set-up at Virginia Tech, Blacksburg, VA)
July 3 - 5	Washington, DC Program (near IAD)
July 6 - 22	Virginia Tech Program, Blacksburg, VA
July 23 - 30	Washington, DC Program
July 31	Staff Debrief in Washington DC

Qualifications

- Professional, flexible, resilient, resourceful, and proactive;
- Good decision makers, able to establish and change priorities according to needs of participants/program
- Prior experience working with teens as a teacher or mentor and enjoy spending time with high school students
- Strong curriculum development, facilitation and group building skills
- Excellent written and oral communication skills and a high level of social and emotional intelligence
- Have a passion for tech and gender empowerment and come from a wide variety of backgrounds
- Are willing to put their students' learning and development ahead of their own experience;
- Willingness to work in an intensive, cross-cultural environment with limited personal time
- Prior international travel is a plus but not required.
- Are ready for an intense, challenging, and rewarding summer
- Virtual programming/facilitation experience preferred but not required
- Are able to promote a safe environment of academic development and social awareness.
- Must be a U.S. Citizen or Permanent Resident.

Essential Functions

- Ability to effectively communicate with youth and staff, and to provide necessary instruction and training
- Visual and auditory ability to identify and respond to environmental and other hazards related to area
- Cognitive and communication abilities for large, complex event management
- Ability to operate essential office equipment needed to carry out responsibilities (i.e. telephone, digital camera, computer, photocopy machine).
- Ability to move furnishings (tables, chairs) & lift supplies up to 25 pounds.

Compensation: \$2200 (pre-tax / gross), negotiable, based on experience.

- *Housing and meals* in Washington, DC and Virginia Tech, throughout staff training and program delivery, while on duty with the program, are covered.
- *Transportation, admission fees and other associate program costs* while traveling with staff and participants (June 28 - July 31), are also covered.

TO APPLY: Send cover letter and resume with "TechGirls" in the subject line to: Leila Baz, HR Manager, staff@legacyintl.org. **Deadline:** March 5, 2021

Legacy International is an Equal Opportunity Employer and seeks qualified applicants to represent diverse geographical, ethnic, religious, and economic backgrounds. Our goal is to select the most qualified staff. The competitive standards are set by each group of applicants. Our policy is to ensure that no employee or applicant for employment is denied equal opportunity because of race, color, sex, national origin, religion, age, disability, marital status, pregnancy, sexual orientation, gender identity, genetic information, or any other non-merit-based factor.